



OFFICE OF THE DIRECTOR OF NATIONAL INTELLIGENCE

L E A D I N G I N T E L L I G E N C E I N T E G R A T I O N

General Position Information

Job Title: HU818 - Deputy Assistant Director of National Intelligence for Acquisition Procurement & Facilities - SNIS Executive Tier 2

Salary Range: None provided (not applicable for detailees)

Vacancy Open Period: 11/05/2018 – 11/20/2018

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: ATF/ODIR

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a SNIS Professional Tier 2 cadre position.
- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.

Former members of the Peace Corps may be considered for ODNI employment only if five full years have elapsed since separation from the Peace Corps.

- For a cadre assignment:
 - Current ODNI permanent cadre.
- For a detailee assignment:
 - Current Federal Government employees. Only Senior Service (SNIS, SES, SIS, DISES, DISEL) candidates may apply. GS employees may not apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate or other Federal Government candidate will be assigned to the position at the employee's current GS grade and salary.
- A current Federal Government employee, selected for a detail, will be assigned to the position at his or her current grade and salary.



Component Mission

The Assistant Director of National Intelligence for Acquisition, Procurement, and Facilities (ADNI/AP&F) ensures U.S. intelligence superiority by enabling the identification, development, and timely fielding of breakthrough capabilities, by enhancing the collective performance of acquisition and procurement professionals, and by delivering sustainable integrated contracting, facilities and logistics solutions. DDNI/AP&F is the Intelligence Community (IC) catalyst for technical innovation, responsive stewardship, industry collaboration, timely and accurate contracting solutions, and excellence throughout the acquisition lifecycle. The AP&F team leads advanced development and sustainment focused on innovative solutions for the IC enterprise including Major Systems Acquisition, advanced Technology Insertion, IC-wide end-to-end collection architecture, world class IC facilities, and innovative procurement and logistics programs. DDNI (AP&F) fosters innovation and challenges obstacles in pursuit of an IC-wide agile acquisition environment that delivers uncompromised capability at mission pace.

Major Duties and Responsibilities (MDRs)

- Lead and manage a professional staff in successfully defining and overseeing complex programs and projects that may include ill-defined requirements, ambiguity, parallel tasks, multiple dependencies and interfaces, and high risks; ensure timelines, costs, deliverables and outcomes are achieved according to plan. Partner with US Government Agencies to ensure effective, efficient, and agile mission support services to customers. Provides continuous oversight over selected National Intelligence Program (NIP) acquisitions and procurement independently assesses the status of those programs and associated acquisition and procurement processes.
- Implements and manages IC facility management strategy that enhances the return on investment of the diverse IC facilities portfolio.
- Exercises delegated authorities to support and oversee the overall planning, direction, and timely execution of acquisition and procurement programs, policies, and processes.
- • Serves as advisor to the DNI regarding the integration of Acquisition, Procurement and macro IC facilities management functions.
- Oversee and evaluate the IC elements' project management activities in executing Major Systems Acquisitions (MSA) funded by the NIP. Collaborate with IC program executives and program offices to monitor MSA cost, schedule and performance expectations, and make suggestions for corrective actions.
- Work collectively with IC elements to establish and maintain current acquisition policy to ensure the integration of related Senior Acquisition Executive capabilities, the identification and planning for solutions, and the budgetary and requirement preparations for validated mission needs.

Mandatory and Educational Requirements

- Demonstrated acquisition and/or procurement experience and appropriate training/education in program management and systems engineering, as it pertains to MSA for collection systems and related Tasking, Processing, Exploitation, and Dissemination (TPED), to formulate a vision, doctrine, and policies within and across the IC.
- DAWIAA Level III acquisition or contracting related certification preferred.
- Expert knowledge of IC structures, capabilities, and operational mechanisms appropriate for the definition and development phases of MSAs.
- Expert leadership and managerial capabilities, including the ability to effectively direct taskings, assess and manage performance, and support personal and professional development of all levels of personnel.



- Demonstrated ability to formulate, assess, and improve program/project management strategies, systems engineering objectives or systems integration initiatives.
- Demonstrated ability to provide oversight, stewardship, and conduct compliance and risk assessment for IC-wide MSA programs.
- Excellent oral and written communication skills and demonstrated ability to conduct independent research, filter and synthesize data, and produce clear, logical, and concise products.
- Strong analytical and critical thinking skills, including the ability to think strategically and identify needs, requirements, and develop recommendations.

Key Requirements and How To Apply

Internal ODNI Candidates:

A complete application package must include:

- a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.
- c. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT Applications should be sent to either [DNI-MSD-HR-RR-Team B WMA@dni.ic.gov](mailto:DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov) (classified email system) or [Recruitment TeamB@dni.gov](mailto:Recruitment_TeamB@dni.gov) (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

Current Federal Employees Applying for a Detail Assignment:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

Applicants from within the IC must submit an application through the classified [IC Joint Duty Program website](#).

Applicants from federal agencies outside the IC must provide:

- a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.
- b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.
- c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required if the applicant is unable to provide the two most recent evaluations.



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- d. **VACANCY NUMBER:** Reference the vacancy number in the subject line of the email and on each document submitted.
- e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record.
- f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: Applications should be sent to either DNI-MSD-HR-RR-Team_B_WMA@dni.ic.gov (classified email system) or Recruitment_TeamB@dni.gov (unclassified email system). Applicants submitting via JWICS are requested to submit their materials to both joswida@dni.ic.gov (Daniel J.), mitchsl@cia.ic.gov (Stephanie M.) in lieu of the group address above. All attachments should be in Microsoft Word or Adobe PDF format. Applications submitted through the classified email system should NOT contain classified information above the TS//SI//TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 301-243-9043.

What To Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 301-243-9043; Email: Recruitment_TeamB@dni.gov

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Intelligence Community Equal Employment Opportunity and Diversity Office Representative by classified email at DNI_COO_TM_EEOD_RA_WMA@cia.ic.gov, by unclassified email at DNI-EEOD_WMA@cia.ic.gov, by telephone at 301-243-0704 or by FAX at 301-243-1200. Your request for reasonable accommodation will be addressed on a case-by-case basis. **PLEASE DO NOT SUBMIT YOUR APPLICATION TO THE EEOD EMAIL ADDRESS. THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.**